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SECTION 12. TISA STORES NT OPERATING INSTRUCTIONS

12.1 General.

On-line customers create and update shopping lists in the same manner as in the past. Orders for off-line customers coded on the CIF for STORES NT support are created through the TISA Other Issues process. The TISA creates and modifies issue documents for customers not authorized STORES NT support as in the past; however, there are new steps in the STORES NT ordering process.

NOTES:

1. In this section, references to Subsistence Prime Vendor Interpreter (SPVI) mean the STORES NT Local Access Point (LAP). Some data entry screens in AFMIS still contain the acronym SPVI.

2. Financial transactions are no longer transmitted to STARFIARS. With the implementation of the Single Stock Fund (SSF), all financial transactions are processed to ODS (CONUS) and STANFINS (OCONUS). Any referral to STARFIARS on the AFMIS screens refers to STANFINS.

12.1.1 STORES NT Changes in Ordering Procedures.

a. Step 1, Create Vendor Order process. This process permits the operator to create the vendor order for a required delivery date and select the shopping list date(s) that are to be included in the order. Processing instructions are at paragraph 12.2.1.

b. Step 2, Pre-Order Check process. PCN AJK-AH4, AFMIS-SPVI Pre-Order Check listing will be generated. The listing provides by Customer ID, all Stock Numbers which do not match the SPVI Catalog. Obtain these items from warehouse stocks or an alternate source, e.g., local procurement or, if possible, substitute items that are on the MIF and the SPVI Catalog. SPVI Catalog additions must be coordinated through DSCP if you want the item added. If the item is not to be added to the SPVI catalog consider changing the source code to other than a STORES NT source code through the TISA MIF file maintenance process. The Pre-Order Check process is explained in paragraph 12.2.8.5.

c. Step 3, Adjust Vendor Order process. This process is used to make changes requested by the customer, changes required to reduce warehouse stocks, substitutions for items listed on the AFMIS-SPVI Pre-Order Check listing, or any other changes to the order. The Adjust Vendor Order process is explained in paragraph 12.2.2.

d. Step 4, Confirm Vendor Order process. Only orders that have been confirmed by the TISA will be forwarded to the STORES NT vendors. The Confirm Vendor Order process is explained in paragraph 12.3.2.3.

e. Step 5, Send PV Data To STARFIARS/SPVI. This process should be run each day that STORES NT information needs to be sent to either STARFIARS or the STORES NT LAP. It MUST be run prior to the end of day, but as late in the day as possible since IT SHOULD NOT

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BE RUN more than one time on any day. This process passes all receipts and confirmed orders to the STORES NT LAP, and financial information to STANFINS. See paragraph 12.2.7 for more details on this process.

12.1.2 AFMIS TISA Changes.

12.1.2.1 Changes in Requisition Subfunction.

a. The Create Candidate Requisitions, Review and Adjust Candidate Requisitions, and Release Requisitions processes are no longer used.

b. The Create Special Items Requisition process will be used to order all STORES NT Source Code items not supplied by the STORES NT Vendors. The vendors may not stock items you must order from DSCP or from a local source of supply. For example, the vendor may not stock operational rations. **Remember**, only those items on the STORES NT Catalog can be ordered from STORES NT vendors. To order items not stocked by the vendors, use the TISA Create Post-Post Requisition process.

12.1.2.2 Changes in Flag Customer Account for Closing Process.

The Flag Customer Accounts for Closing process has been modified to detect unreceipted STORES NT orders that have an RDD within the month being closed. This prevents the account from being flagged if any are detected.

12.1.2.3 Changes When Adding STORES NT Customers to CIF.

a. When a new STORES NT customer is to be added to the CIF the following must be done.

(1) Notify your DSCP Account Manager to add the new customer to the STORES NT contract.

(2) Notify your DSCP Account Manager to add the new customer's MILSTRIP profile to the DSCP STORES NT computer.

b. Once the DSCP Account Manager confirms 12.1.2.3 a. (1) and (2) have been accomplished, add the customer to the CIF with (PV) at the end of their name.

c. All customers who receive support directly from the STORES NT Vendors must have a MILSTRIP Profile entered in the SPVI after they have been added to the CIF. The MILSTRIP profile identifies the customer as a STORES NT Customer and provides the STORES NT Vendors delivery and billing information. Call the DSCP STORES NT Help Desk, 1-800-655-7928, for assistance in entering the MILSTRIP profile on the STORES NT LAP. Have a copy of the Installation CIF that is printed after the new customer(s) have been added to the CIF when you call.

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d. When entering the MILSTRIP Profile, the TISA or Branch TISA DODAAC will be entered in the bill to/base field, and the customer's activity code from the CIF will be entered in the ship to/bldg field. Other information from the CIF will also be entered.

NOTE: All TISA Customer's on the CIF that have (PV) at the end of the Customer Name field must have a MILSTRIP profile. The TISA WAREHOUSE (PV) must have two (2) MILSTRIP Profiles entered on the STORES NT LAP. (See Paragraph 2.2.3.1) Orders from AFMIS for Customer ID's not recorded on the STORES NT LAP MILSTRIP profile reject to the SPVI DOS "ORDERRS.TXT" file. If the TISA supports a Branch TISA the Branch TISA Warehouse (PV) will also require 2 MILSTRIP Profiles.

12.1.2.4 Changes in Issue Frequency File Processing.

a. Due to order date pricing, unless absolutely necessary, do not set the submission date more than 7 days before the issue date. This will ensure the dining facilities can take advantage of order date pricing. If the submission date is more than six days before the issue date, the dining facilities will pay the prices in effect when the order is received.

NOTE: The normal price hold days is 6. If the price hold days is more or less than 6 the submission date should not be set more than the price hold days value plus one day prior to the issue date. Price hold days value can be seen by selecting option J, Maintain Prime Vendor Files, then option C, Order Data.

12.1.2.5 Changes in the Delivery Frequency File Process.

The Delivery Frequency File process is no longer needed as perishable subsistence is delivered by STORES NT vendors, not DSCP.

12.1.2.6 Changes in Ordering.

a. On-line customers will enter shopping lists the same as always. The only change is the issue date becomes the RDD, which is the date STORES NT vendors will make delivery.

b. Operational rations are ordered through the Other Issues process.

NOTE: Due to order date pricing, try not to confirm orders for the non- STORES NT customers or warehouse more than 6 days before the issue date (RDD). This will take advantage of order date pricing. See note at paragraph 12.1.2.4 reference price hold days.

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c. The PV Create Orders process creates warehouse orders from all non STORES NT customer issue documents. After the orders have been confirmed, when the Send PV Data To STARFIARS/SPVI process is executed, items with a perishability code of "P" will be ordered from the STORES NT vendors for delivery to the perishable warehouse, and items with a perishability code of "S" will be ordered for delivery to the semi-perishable warehouse.

d. Non STORES NT Items ordered from DSCP (example operational rations) and local purchase items **will** be ordered using the **AFMIS** Create Post-Post Requisitions process.

<p>NOTE: AFMIS assigns a separate document number for each item ordered for each customer for each RDD.</p>
--

12.1.2.7 Changes in Master Item File Maintenance.

When performing MIF file maintenance you will no longer be able to change the Unit of Issue or price for items supplied by STORES NT vendors. The data for these fields will come from the weekly price updates provided from DSCP for STORES NT items. Additionally, when adding items to the MIF that are on the STORES NT catalog the STORES NT information is displayed. All STORES NT data except Unit of Issue and price can be changed.

12.1.2.8 New Login Menu.

When you login to AFMIS TISA, the AFMIS Command Menu (TISA/Prime Vendor) Screen AJK-920, (fig. 12.1-1) is displayed. Use this screen to access the TISA Command Menu or the Prime Vendor Command Menu. The options on the TISA Command Menu are the same; however the Exit option will return you to the AFMIS Command Menu (TISA/Prime Vendor) instead of the Login prompt.

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```
AFMIS:  A B X
Press B to go to the Prime Vendor Command Menu.

DATE: 09 Jan 95          AFMIS COMMAND MENU (TISA/PRIME VENDOR)  AJK-920

          OPTION CODE  RING MENU SELECTION OPTIONS
          A           TISA COMMAND MENU
          B           PRIME VENDOR COMMAND MENU
          X           EXIT

SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 12.1-1. AFMIS Command Menu Screen (AJK-920).

12.2 TISA STORES NT.

To begin TISA STORES NT processing, highlight Option B from the AFMIS Command Menu (TISA/Prime Vendor) Screen AJK-920 (fig. 12.1-1), press [ENTER] and the AFMIS Command Menu (TISA/Prime Vendor) Screen AJK-921 (fig 12.2-1) is displayed. Use this screen to access the STORES NT functions. There are 10 subfunction options, and Return and Exit Options.

```
PRIME VENDOR:  A B C D E F G H I J R X
Press A to create vendor orders.

DATE: 06 May 1997          AFMIS COMMAND MENU (TISA/PRIME VENDOR)          AJK-921

OPTION CODE      DESCRIPTION          OPTION CODE      DESCRIPTION
-----
A - CREATE VENDOR ORDER          G - SEND PV DATA TO STARFIARS/SPVI
B - ADJUST VENDOR ORDER          H - LOAD/COMPARE SPVI CATALOG
C - CONFIRM VENDOR ORDER          I - PRINT WAREHOUSE INVENTORY
                                   STATUS REPORT
D - PROCESS CUSTOMER RECEIPT      J - MAINTAIN PRIME VENDOR FILES
E - REVERSE CUSTOMER RECEIPT      R - RETURN
F - PERFORM INQUIRY              X - EXIT

ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:
```

Figure 12.2-1. AFMIS Command Menu (TISA/Prime Vendor) Screen (AJK-921).

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12.2.1 Create Vendor Order.

a. Highlight Option A from the AFMIS Command Menu (TISA/Prime Vendor) (fig. 12.2-1) and press [ENTER]. The Create Vendor Order Screen AJK-930 (fig. 12.2-2) is displayed. The cursor is in the Vendor ID field. Use this screen to create orders for delivery by each STORES NT Vendor. After the vendor ID is entered, the vendor name, lead time and delivery schedule is displayed and the cursor moves to the Required Delivery Date field. Enter the required delivery date and the cursor moves to the Include Shopping Lists From: [][][] Thru [][][] field. Enter the from and thru dates that are to be included in the order. Press [ESC] when done.

NOTES:

1. The system will permit entry of virtually any date in the date fields. (The exception is the RDD which must be greater than the current date.) However, messages will appear when the date entered does not fall within the expected parameters. When one of the messages appear double check your entry to ensure it is correct.
2. You can create additional orders for an RDD using screen AJK-930.

```
[
DATE: [11 Jan 98]                                PRIME VENDOR                                AJK-930
                CREATE VENDOR ORDER

VENDOR ID: [ž      ]      VENDOR NAME: [
                ORDER LEAD TIME (IN DAYS): [ ]

SCHEDULED DELIVERY DAYS (NEXT 15 DAYS):
[      ][ ][ ] [      ][ ][ ] [      ][ ][ ] [      ][ ][ ] [      ][ ][ ]
[      ][ ][ ] [      ][ ][ ] [      ][ ][ ] [      ][ ][ ] [      ][ ][ ]
[      ][ ][ ] [      ][ ][ ] [      ][ ][ ] [      ][ ][ ] [      ][ ][ ]
AN '*' NEXT TO A DELIVERY DAY INDICATES THAT VENDOR ORDER HAS BEEN CREATED

REQUIRED DELIVERY DATE:      [ ][ ][ ]
                                DD  MMM  YY

INCLUDE SHOPPING LISTS FROM: [ ][ ][ ] THRU [ ][ ][ ][ ]
                                DD  MMM  YY          DD  MMM  YY

[ ] DEPRESS ESCAPE KEY TO CONFIRM ENTRIES
Enter the Vendor ID and press <[ENTER]>
```

Figure 12.2-2. Prime Vendor Create Vendor Order Screen (AJK-930).

b. The Prime Vendor Create Vendor Order Screen AJK-931 (fig. 12.2-3) is displayed when [ESC] is pressed on screen AJK-930. This screen is used to select the shopping lists to be included in the STORES NT order being created. Required entries are Y or N next to each Activity code. Shopping lists that are not included can be included on subsequent orders if desired.

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```
[
DATE: [11 Jan 98]                                PRIME VENDOR                                AJK-910
                                           ADJUST VENDOR ORDER

VENDOR ID: [ ] [ ]
CUSTOMER ID: [ ] [ ]
REQUIRED DELIVERY DATE: [ ] [ ] [ ]
                               DD  MMM  YY

[ ] DEPRESS ESCAPE KEY TO CONFIRM ENTRIES OR DEL TO INTERRUPT

Enter the Vendor Id and press <[ENTER]>
```

Figure 12.2-4. Prime Vendor Adjust Vendor Order Screen (AJK-910).

b. When [ESC] is pressed on Screen AJK 910, the Adjust Vendor Order Screen AJK-911 (fig. 12.2-5) for customer orders or AJK-913 (fig 12.2.5A) for warehouse orders is displayed.

(1) Screen AJK-911. The cursor is in the vendor order quantity field for the first item. The vendor order quantity can be increased, decreased or left unchanged. If the item is on hand in the warehouse all or part of the vendor order quantity can be entered in the warehouse issue column to reduce the warehouse stocks. The vendor order quantity should be reduced by the amount entered in the warehouse issue column or the customer will receive more than requested. Press [ESC] when finished and the Adjust Vendor Order ring menu is displayed (fig 12.2.5B). The Adjust Vendor Order Ring Menu has options to add items, modify items, and write the order. As with receipts, changes made to an order in the Adjust process are not saved until write is selected from the Adjust Vendor Order Ring Menu. Orders can not be adjusted once they have been confirmed.

(2) Screen AJK-913. The cursor is in the order quantity field for the first item. The order quantity can be increased, decreased or left unchanged. If the item is on hand in the warehouse all or part of the order quantity can be reduced to permit reduction of warehouse stocks. Press [ESC] when finished and the Adjust Vendor Order ring menu is displayed (fig 12.2.5b). The Adjust Vendor Order Ring Menu has options to add items, modify items, and write the order. As with receipts, changes made to an order in the Adjust process are not saved until write is selected from the Adjust Vendor Order Ring Menu. Orders can not be adjusted once they have been confirmed.

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```

DATE: 11 Jan 98                                PRIME VENDOR                                AJK-911
                                                ADJUST VENDOR ORDER

VENDOR ID:   PV0001      VENDOR NAME:   SP030097D3000
CUSTOMER ID: 000106      RDD:           14 Jan 98
CUSTOMER NAME: QUAD E (PV)

-----QUANTITIES-----
      TIIN          ITEM NAME          UI      CUSTOMER  VENDOR  WAREHOUSE
      177 - 5017    BEEF STEW DICED          LB       126      126      0
      753 - 6568    PORK LOIN ROAST          LB       168      168      0
      017 - 2786    PORK SAUSAGE PATTY       LB       105      105      0
      126 - 4060    FRT CN APPLE SL #10      CN        25       25      0
      241 - 2800    JCE ORANGE #3            CN       114      114      0
      616 - 4820    VEG CN BEANS GREEN #10   CN        34       34      0
      926 - 6793    VEG CN BEANS KIDNEY #10  CN        17       17      0

      WHEN FINISHED ENTERING THE DATA DEPRESS <ESCAPE>

Enter the new adjusted quantity and Press <[ENTER]>

```

Figure 12.2-5. Prime Vendor Adjust Vendor Order Screen (AJK-911).

NOTE: During the initial period of STORES NT support warehouse stocks need to be drawn down. Print the Warehouse Inventory Status Report, PCN: AJK-AI1, each day after the STORES NT order is created. The projection date for the report should be the RDD of the orders created.

```

DATE: 11 Jan 98                                PRIME VENDOR                                AJK-913
                                                ADJUST WAREHOUSE ORDER

VENDOR ID:   PV0001      VENDOR NAME:   SP030097D3000
CUSTOMER ID: TISAWH      RDD:           14 Jan 98
CUSTOMER NAME: TISA WAREHOUSE (PV)

      TIIN          ITEM NAME          UI      ORDER QUANTITY
      177 - 5017    BEEF STEW DICED          LB       126
      753 - 6568    PORK LOIN ROAST          LB       168
      017 - 2786    PORK SAUSAGE PATTY       LB       105
      126 - 4060    FRT CN APPLE SL #10      CN        25
      241 - 2800    JCE ORANGE #3            CN       114
      616 - 4820    VEG CN BEANS GREEN #10   CN        34
      926 - 6793    VEG CN BEANS KIDNEY #10  CN        17

      WHEN FINISHED ENTERING THE DATA DEPRESS <ESCAPE>

Enter the new adjusted quantity and Press <[ENTER]>

```

Figure 12.2-5A. Prime Vendor Adjust Warehouse Order Screen (AJK-913).

c. When [ESC] is pressed on the Adjust Vendor Order Screen AJK-911 (fig. 12.2-5) for customer orders or the Adjust Warehouse Order Screen AJK-913 (fig 12.2.5A) for warehouse orders the Adjust Vendor Order Ring Menu (fig 12.2.5B) is displayed. This ring menu permits you to Add items by selecting Add, adjust the order again by selecting Modify, save changes made by selecting Write, Return to the AFMIS Command Menu (TISA/Prime Vendor) (fig. 12.2-1), or Exit from Prime Vendor processing.

```
ADJUST VENDOR ORDER:  Add  Modify  Write  Return  eXit
Add items to this order.
```

Figure 12.2-5B. Prime Vendor Adjust Vendor Order Screen (AJK-910).

NOTE: Remember, unless you select Write from this menu, changes made to the order will not be saved.

d. The output from this process is the Prime Vendor Order Report (Adjustment) PCN: AJK-AJ1. This process will also output the DA Form 3161 Facsimile Shopping List Report PCN: AJK-X01, if changes were made to the WAREHOUSE ISSUE column of screen AJK-911. See Appendix C for a copy of the Prime Vendor Order Report (Adjustment) and the DA Form 3161 Facsimile Shopping List Report.

12.2.3 Confirm Vendor Order.

a. This process confirms the vendor orders for the entered RDD. Orders can not be adjusted once they are confirmed. Highlight Option C from the AFMIS Command Menu (TISA/Prime Vendor) (fig. 12.2-1) and press [ENTER]. The Confirm Vendor Order Screen AJK-923 (fig. 12.2-6) is displayed. The cursor is in the Select Field. Enter an X in the select field for each vendor you wish to confirm orders. This process can be run as often as desired. Once this process is run, the orders are available to be picked up by the Send PV Data to STARFIARS/SPVI process. If there are no orders on file the message "THERE ARE NO OPEN ORDERS ON FILE. PRESS [ENTER]." appears at the bottom of the screen.

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DATE: 13 Jan 98	PRIME VENDOR	AJK-923	
CONFIRM PRIME VENDOR ORDERS			
VENDOR ID	VENDOR NAME	RDD	SELECT
PV0001	SP030097D3000	14 Jan 98	<input type="checkbox"/>
DEPRESS ESCAPE KEY TO CONFIRM ENTRIES			
Type X to confirm order.			

Figure 12.2-6. Prime Vendor Confirm Vendor Order Screen (AJK-923).

12.2.4 Process Customer Receipt.

Items received from the STORES NT vendors into the TISA warehouse must be receipted for through the Process Customer Receipt process. When items are receipted to the warehouse customer (TISAWH), the AFMIS warehouse balances for those items are incremented, and the receipts are posted to the AFMIS Voucher Register and General Control (VRGC) and transaction register. If the order date and the RDD are within 6 days of each other, the price in effect on the order date is paid. See note at paragraph 12.1.2.4 reference price hold days. When this happens, if there is a difference between the price when the item is ordered, and when it is received, either a ZMS or ZMT is written to the SIF for the difference.

NOTE: All receipts not received from the STORES NT vendors must be receipted using the AFMIS TISA receipt procedures. These receipts would be from DSCP, BPA vendors, or other local purchase sources.

a. Some items may be received in the warehouse, from the STORES NT vendors, for issue to off-line customers. If the STORES NT vendors deliver only in case-lot quantities and the customer requires smaller quantities, the warehouse balance will build up. The excess must be issued to other customers. The Adjust Vendor Order process is used to reduce the stockage of these items.

b. Items delivered to a customer by STORES NT vendors must also be receipted through the Process Customer Receipt process. For these items, the receipts and issues are processed simultaneously. Financial and inventory postings are the same as under AFMIS; however, since the items are not part of the TISA inventory, the receipts and issues are not posted to the TISA VRGC, MIF BOH, or transaction register. If the order date and the RDD are within 6 days of each other, the price in effect on the order date is paid. . See note at paragraph 12.1.2.4 reference

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price hold days. If there is a difference between the price when the item is ordered and when it is received, either a ZMS or ZMT is written to the SIF for the difference.

c. To receipt vendor orders for STORES NT customers. Highlight Option D from the AFMIS Command Menu (TISA/Prime Vendor) (fig. 12.2-1) and press [ENTER]. The Receipt Order Identify Receipt Screen AJK-900 (fig. 12.2-7) is displayed.

```
[
DATE: [12 Jan 98]                                RECEIPT ORDERS                                ]
                                           IDENTIFY [  ] RECEIPT                                AJK-900

Enter the Customer ID and the RDD
for the order to be receipted.

CUSTOMER ID: [█  ]

REQUIRED DELIVERY DATE: [ ][ ][ ]
                        DD  MMM  YY

VENDOR ID: [  ]

DEPRESS ESCAPE KEY TO CONFIRM ENTRIES

Enter the Customer Id and depress <[ENTER]>
```

Figure 12.2-7. Receipt Orders Identify Receipt Screen (AJK-900).

12.2.4.1 Receipt Orders Identify Receipt Screen AJK-900.

Use this screen to select the customer, RDD and vendor order you wish to process as a receipt. Receipts cannot be processed until the RDD.

a. The cursor is positioned in the Customer ID field. Enter the Customer ID for the order you wish to receipt, press [ENTER], and the cursor moves to the Required Delivery Date field.

b. Enter the RDD for the order in DD MMYYY format and press [ENTER]. Enter the Vendor ID for the vendor to be receipted OR press [[ENTER]] and select from a list of unreceipted orders.

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c. Review your entries and press [ESC] to confirm your entries. The Receipts Orders, Receipt Items Screen AJK-902 (fig 12.2-8) is displayed if the order already exists, i.e., it was created in AFMIS. If the order does not exist, i.e., it was not created in AFMIS, or if it has already been receipted the Receipt Orders, Add Items To Prime Vendor Receipts Screen AJK-903 is displayed.

12.2.4.2 Process STORES NT Receipts for Orders Created in AFMIS.

Use the Receipt Orders, Receipt Items Screen AJK-902 to process receipts delivered by the selected vendor. The TIIN, Item Name, UI, Price, Quantity Ordered, and Quantity Received can be viewed for all items ordered. The quantities actually received must be entered for the items if different than the quantity ordered. The system automatically enters the quantity received the same as the quantity ordered. Items can also be added to the receipt from this screen. The receipt can be modified provided it has not been written to the receipt file. Once you reach this screen you must either write the receipt or discard the work you have done.

DATE: 12 Jan 98	RECEIPT ORDERS	AJK-902
	RECEIPT	ITEMS
Modify the quantity received or enter zero for items not received. Items may be added to the receipt after this screen has been completed.		
VENDOR ID: DSO001	VENDOR NAME: DEFENSE SUBSISTENCE OFFICE	
CUSTOMER ID: 000106	RDD: 12 Jan 98	
CUSTOMER NAME: QUAD E (PV)	PERISHABILITY: ALL	
TIIN	ITEM NAME	UI PRICE QTY ORD QTY RCVD
407-5731	BROCCOLI, FRESH, CROWNS,	LB \$.72 40 40
088-8749	FRT FRSH APPLE RED	LB .59 1 1
126-8748	FRT FRSH BANANAS	LB .42 13 13
616-0198	FRT FRSH GRAPEFRUIT	LB .50 1 1
582-4071	FRT FRSH LEMON	LB 1.14 6 6
126-8804	FRT FRSH ORANGES	LB .49 1 1
DEPRESS ESCAPE KEY TO CONFIRM ENTRIES		
Enter the quantity received from the vendor.		

Figure 12.2-8. Receipt Orders Receipt Items Screen (AJK-902).

12.2.4.2.1 Receipt Items Screen AJK-902.

a. Modify the quantity received or enter a zero for items not received. If the Quantity ordered and Quantity Received are the same, no modification is required.

b. After the review of the receipt has been completed, press [ESC], and the Create Customer Receipt Ring Menu is displayed at the top of the Screen AJK-902.

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12.2.4.2.2 Create Customer Receipt Ring Menu.

CREATE CUSTOMER RECEIPT: Add Modify Write Return eXit Add items to this receipt.

Figure 12.2-9. Create Customer Receipt Ring Menu Screen.

a. The options on this menu are described below:

(1) Select Add from the Ring Menu to add items received from the STORES NT vendor on the RDD which were not on the original order.

NOTE: Items added to the receipt will be received at current price, not order price.

(2) Select Modify from the Ring Menu to make further changes to received quantities on screen AJK-902.

(3) Select Write from the Ring Menu to finalize the receipt. When the receipt is finalized, it can not be changed except through the receipt reversal process. When Write is selected, the receipt is written and the system produces the Prime Vendor Receipt Report, PCN: AJK-AF1. See Appendix C for a sample of the report.

(4) Select Return from the Ring Menu to discontinue receipt processing, and the AFMIS Command Menu (TISA/Prime Vendor) screen AJK-921 is redisplayed.

(5) Select eXit to return to the AFMIS login.

b. To add items to the receipt that was created in AFMIS, select ADD. The Add Items To Prime Vendor Receipts Screen AJK-903 (fig 12.2-10) is displayed.

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DATE: 09 Jan 98	RECEIPT ORDERS	AJK-903
ADD ITEMS TO PV RECEIPT		
Enter all TIINs which were received on the RDD by this customer that were not part of the original order.		
VENDOR ID: PV1111	VENDOR NAME: VENDOR NOT ON FILE	
CUSTOMER ID: BRDFAC	RDD: 09 Jan 98	
CUSTOMER NAME: BRANCH DFO (PV)	PERISHABILITY: ALL	
TIIN	ITEM NAME	UI PRICE QTY RCVD
-		\$
DEPRESS ESCAPE KEY TO CONFIRM ENTRIES		
Enter the TIIN of the item received from the vendor.		

Figure 12.2-10. Add Items To Prime Vendor Receipts Screen (AJK-903).

(1) Enter each TIIN and quantity received from the vendor receipt. When the TIIN is entered, the Item Name, UI, and Price are displayed and the cursor moves to the Quantity Received field so you can enter the quantity received. When enter is pressed the cursor moves to the TIIN field so the next item can be entered.

NOTE: Items that are on the receipt can not be added unless the receipt has already been written. If the receipt has not been written additional quantities of an item have to be added through the modify process.

(2) When all items have been entered press [ESC] and the Create Customer Receipt Menu is displayed.

c. You can select any of the options on the menu. When you are sure the receipt is correct, select Write. When write is selected, the receipt is finalized, i.e. the database is updated, and a different Create Customer Receipt menu is displayed.

NOTE: After you select "Write" from the Create Customer Receipt Ring Menu, no more quantity changes can be made to the receipt, except through the receipt reversal process, and then not until after End of Day is run, but items can be added through the Add Items screen.

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12.2.4.2.3 Create Customer Receipt Ring Menu.

CREATE CUSTOMER RECEIPT: Create Another Return Receipt another customer's Prime Vendor Order

Figure 12.2-11. Create Customer Receipt Ring Menu (Create Another/Return).

- a. Select Create Another from the Ring Menu to start processing another STORES NT Order on the Receipt Orders Identify Receipt Screen AJK-900.
- b. Select Return from the Ring Menu and the AFMIS Command Menu (TISA/Prime Vendor) Screen AJK-921 is displayed.

12.2.4.3 Process STORES NT Receipts for Orders Not Created in AFMIS.

- a. Receipt STORES NT orders not created in AFMIS by entering the Customers ID and the date the order was received as the RDD on the Receipt Orders Identify Receipt Screen AJK-900 (fig. 12.2-11). When [ESC] is pressed the Receipt Orders, Add Items To PV Receipt Screen AJK-903 (fig. 12.2-12) is displayed. The processing is the same from this point as processing a receipt for an order created in AFMIS. The system can not display the items and quantities ordered, since there is no record of the order in the system.

12.2.5 Reverse Customer Receipt.

Use the Reverse Customer Receipt process to correct a STORES NT receipt entered incorrectly. The Reverse Customer Receipt process is available only through the AFMIS command Menu (TISA/Prime Vendor) menu. Reversals cannot be made through the DFO module. This process updates AFMIS inventory and STARFIARS financial records. Also, a D6U type transaction with a DIC of REV is created during the Send PV Data To STARFIARS/SPVI process and passed to DSCP for processing. Prime vendor receipts cannot be reversed until after they have been processed through the Send PV Data To STARFIARS/SPVI process. The Prime Vendor Receipt Reversal Issues Adjustment Report, PCN AJK-AY1 is produced from this process.

NOTE: If the RDD is more than 5 days prior to the reversal action you are supposed to process a ROD instead of using this process.

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a. Select Option E from the AFMIS Command Menu (TISA/Prime Vendor) (fig. 12.2-1) and press [ENTER]. The Prime Vendor Receipt Reversal Identify Prime Vendor Receipt Screen AJK-915 (fig. 12.2-12) is displayed. Enter the required data and press [ESC].

```
[
DATE: [09 Jan 98]          PRIME VENDOR RECEIPT REVERSALS          ]
                           IDENTIFY PRIME VENDOR RECEIPT          ]
                           AJK-915

Enter the Customer ID and the RDD
for the receipt to be reversed.

CUSTOMER ID: [█          ]

REQUIRED DELIVERY DATE: [ ][ ][ ]
                       DD  MMM YY

VENDOR ID: [          ]

[ ] DEPRESS ESCAPE KEY TO CONFIRM ENTRIES

Enter the Customer Id and depress <[ENTER]>
```

Figure 12.2-12. Prime Vendor Receipt Reversal Identify Receipt Screen (AJK-915).

b. The cursor is positioned in the Customer ID field. Enter the Customer ID of the STORES NT receipt you wish to reverse and press [ENTER]. The cursor moves to the required delivery date field.

c. Enter the RDD for the receipt you wish to reverse.

d. When you finish your review, press [ESC] to confirm your entries. The Prime Vendor Receipt Reversals Screen AJK-916 (fig 12.2-13) is displayed.

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DATE: 15 Jan 95	PRIME VENDOR RECEIPT REVERSALS PRIME VENDOR RECEIPTS ITEMS	AJK-916			
Modify the quantity received or enter zero for items not received					
CUSTOMER ID: YDF001		RDD: 14 Jan 95			
CUSTOMER NAME: DINING FAC P-9300 (PV)					
TIIN	ITEM NAME	UI	PRICE	RECEIPT QTY	ADJUSTED QTY
126-8812	APPLES EATING FRESH	LB	\$.49	50	50
126-8748	BANANAS FRESH	LB	\$.34	50	50
125-8440	CHEESE CHEDDAR NAT CASE	LB	\$ 1.89	4	4
[]DEPRESS ESCAPE KEY TO CONFIRM ENTRIES					
Enter the quantity received from the vendor.					

Figure 12.2-13. Prime Vendor Receipt Reversals Screen (AJK-916).

f. Make the necessary adjustments, in the Adjusted Qty field, on the Prime Vendor Receipt Reversals Prime Vendor Receipts Items screen.

e. When all adjustments have been made press, [ESC] to confirm your entries. The Create Customer Receipt Ring Menu is displayed at the top of Screen AJK-916.

NOTES:

1. Prime vendor receipts cannot be reversed until after the Send PV Data To STARFIARS/SPVI process has been run.
2. Adjustments made in the Reverse Customer Receipts process are not finalized until Write is selected from the Create Customer Receipt Ring Menu.

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```
CREATE CUSTOMER RECEIPT :   Modify   Write   Return   eXit
Modify quantities of items received from the Vendor.

DATE:  15 Jan 95           PRIME VENDOR RECEIPT REVERSALS           AJK-916
                           PRIME VENDOR RECEIPTS ITEMS

      Modify the quantity received or enter zero for items not received

CUSTOMER ID:               YDF001                               RDD:  14 Jan 95
CUSTOMER NAME:             DINING FAC P-9300 (PV)

      TIIN      ITEM NAME      UI      PRICE      RECEIPT      ADJUSTED
      126-8812  APPLES EATING FRESH  LB      $ .49      50           47
      126-8748  BANANAS FRESH          LB      $ .34      50           49
      125-8440  CHEESE CHEDDAR NAT CASE  LB      $ 1.89     4            4

      []DEPRESS ESCAPE KEY TO CONFIRM ENTRIES

Enter the quantity received from the vendor.
```

Figure 12.2-14. Create Customer Receipt Ring Menu - (Reversals).

NOTE: In Figure 12.2-14, the quantities for the first two items were changed to match the quantities actually received as indicated on the receipt document from the vendor.

f. Select one of the following from the Create Customer Receipt Ring Menu:

(1) Select Modify to make further changes to the receipt. When finished modifying, the Create Customer Receipt Ring Menu will be displayed.

(2) Select Write to finalize the reversal. The appropriate transactions will be created to post inventory changes, VRGC (if applicable), STARFIARS financial records, and D6U type transactions with a DIC of REV to the SPVI. The Prime Vendor Receipt Reversal Issues Adjustment Report, PCN AJK-AY1 is also produced from this process when Write is selected. See Appendix C for an example of this report.

(3) Select Return to discontinue reversal and redisplay the AFMIS Command Menu (TISA/PRIME VENDOR). All work done on the reversal will be lost.

(4) Select eXit to discontinue the reversal Option and exit to the login. All work done on the reversal will be lost.

NOTE: Write must be selected from the Create Customer Receipt Ring Menu to finalize the changes made in the Reverse Customer Receipt Process.

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12.2.6 STORES NT Inquiry.

The Prime Vendor Inquiries option on the AFMIS Command Menu (TISA/Prime Vendor) [also the AFMIS Command Menu (DFO/Prime Vendor)] permits viewing and printing of PV orders and receipts. The inquiries may be performed for orders, receipts, or both (orders and receipts) for a specified range of RDDs. The inquiries can be limited to a customer ID, document number, TIIN, or customer ID and TIIN. When the print option for an inquiry is selected, the same information that would have been displayed to the screen will be printed as the Prime Vendor Orders & Receipts Inquiry Report PCN: AJK-AL1. See Appendix C for a sample of this report. To perform STORES NT inquiries select Option F from the AFMIS Command Menu (TISA/Prime Vendor) the Order/Receipt Inquiries Screen AJK-905, (fig. 12.2-15) is displayed.

NOTE: AFMIS converts order records to receipt records when receipts are processed. Use the order inquiry to review unreceipted orders and the receipt inquiry to review receipted orders.

```
[
DATE: [11 Jan 98]                                PRIME VENDOR                                ]
                                                ORDER/RECEIPT INQUIRIES                        AJK-905

REQUIRED DATA:
                                                INQUIRY TYPE:[ ]

REQUIRED DELIVERY DATE RANGE: FROM [ ][ ][ ] TO [ ][ ][ ]
                                   DD  MMM  YY   DD  MMM  YY

OPTIONAL DATA:
      CUSTOMER ID: [      ]
      DOCUMENT NUMBER: [      ]
      VENDOR ID: [      ]
      TIIN: [      ]

[
[
[ ] DEPRESS ESCAPE KEY TO SUBMIT ENTRIES
Enter an O for Orders, an R for Receipts, or a B for Both.
```

Figure 12.2-15. Order/Receipt Inquiries Screen (AJK-905).

12.2.6.1 Unlimited Inquiry.

a. The required entries on the Order/Receipt Inquiries Screen AJK-905 are the Inquiry Type and the Required Delivery Date Range. Prompts at the bottom of the screen inform the operator what to enter. When the entries are complete press [ESC].

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```
INQUIRE AGAIN:  Inquire Another  Return
Inquire on another Prime Vendor Order/Receipt.
[
DATE:  [15 Jan 95]                PRIME VENDOR                ]
                                ORDER/RECEIPT INQUIRIES        AJK-905

      REQUIRED DATA:
                                INQUIRY TYPE:[0]

      REQUIRED DELIVERY DATE RANGE: FROM [ 1][JAN][95] TO [10][JAN][95]
                                      DD  MMM  YY      DD  MMM  YY

      OPTIONAL DATA:
                                CUSTOMER ID:  [      ]
                                DOCUMENT NUMBER:[      ]
                                TIIN:[      ]

[
[
                                ] [ ]
                                ] [ ]

      [ ]  DEPRESS ESCAPE KEY TO SUBMIT ENTRIES

NO RECORDS MEETING THESE SPECIFICATIONS WERE FOUND.  PLEASE RE-ENTER.
```

Figure 12.2-16. Example of Inquire Again Ring Menu on Screen (AJK-905).

(1) When no records are found that match the inquiry criteria, the Inquire Again Ring Menu is displayed at the top of the Order/Receipt Inquiries Screen AJK-905, and the message “NO RECORDS MEETING THESE SPECIFICATIONS WERE FOUND. PLEASE RE-ENTER.” is displayed at the bottom of the screen. The options on this ring menu are Inquire Another and Return. Figure 12.2-16 is an example of this screen completed for an inquiry on orders from 1 Jan 95 to 10 Jan 95. The Inquire Another option redisplayes the Order/Receipt Inquiries Screen AJK-905 without the ring menu, with the cursor in the Inquiry Type data entry field. The Return option redisplayes the AFMIS Command Menu (TISA/Prime Vendor) AJK-922.

OR

(2) When records are found matching the inquiry criteria, a message will appear stating the number of records selected. A prompt “Enter P to print, S to view them on the screen, or X to exit.” is also displayed. Screen input directions at the bottom of the screen will be “Enter a ‘P’, ‘S’, or ‘X’”. Figure 12.2-17 is an example of this screen completed for an inquiry on both orders and receipts for RDDs from 1 Jan 95 to 20 Jan 95. The input to view the records on the screen has been entered. [ESC] is pressed to initiate the action print, screen, or exit.

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```

[
DATE: [15 Jan 95]                                PRIME VENDOR                                AJK-905
ORDER/RECEIPT INQUIRIES

REQUIRED DATA:
INQUIRY TYPE:[B]

REQUIRED DELIVERY DATE RANGE: FROM [ 1][JAN][95] TO [20][JAN][95]
DD MMM YY          DD MMM YY

OPTIONAL DATA:
CUSTOMER ID: [      ]
DOCUMENT NUMBER:[      ]
TIIN:[      ]

[          90 records have been selected.          ]
[Enter P to print, S to view them on the screen, or X to exit.          ] [S]

[ ] DEPRESS ESCAPE KEY TO SUBMIT ENTRIES

Enter an 'P', 'S' or 'X' please.

```

Figure 12.2-17. Example of Completed Order/Receipt Inquiries Screen (AJK-905) with Matching Records Found.

b. If an “S” is entered when fig. 12.2-17 is displayed and [ESC] is pressed, the Inquiry Results Screen AJK-906, (fig. 12.2-18) is displayed. This screen displays one stock number per screen. Use the arrow keys to scroll through the customer IDs. [ESC] brings up the next NSN. The status column provides the status on the record. The status codes are shown in figure 12.2-19, STORES NT Inquiry Status Codes. When [ESC] is pressed while the last NSN is displayed, The Inquire Again Ring Menu is displayed at the top of the screen and the prompt “No more data found for this inquiry.” appears at the bottom of the screen.

```

DATE: 01 Jan 95                                PRIME VENDOR                                AJK-906
INQUIRY RESULTS
RDD RANGE: 25 Dec 94 TO 31 Dec 94

NSN          ITEM NAME          UI          UNIT PRICE
8905-00-080-5325  KNOCKWURST FZN          LB          $ 1.31

CUSTOMER ID      RDD          DOCUMENT NUMBER      STATUS          QTY
YDF001          26 Dec 94          W26QKQ33560032      OS              50
YDF001          31 Dec 94          W26QKQ33580094      RS              200

DEPRESS ESCAPE KEY WHEN FINISHED VIEWING DATA

```

Figure 12.2-18. Inquiry Results Screen (AJK-906).

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STATUS	EXPLANATION
C	An order for this stock number has been created.
O	An order for this stock number has been released by the TISA.
OS	An order for this stock number, customer, RDD, and quantity has been released and processed through the Send PV Data to STARFIARS/SPVI process. The order is available to be transferred to STARFIARS and SPVI if it has not already been done.
R	The order has been receipted, but the receipt has not yet been processed through Send PV Data to STARFIARS/SPVI process. The receipt will be processed the next time Send PV Data to STARFIARS/SPVI process is executed.
RS	The order has been receipted, and the receipt has been processed through the Send PV Data to STARFIARS/SPVI process. The receipt has been made available to be transferred to STARFIARS and SPVI.

Figure 12.2-19. STORES NT Inquiry Status Codes.

c. If a "P" is entered when fig. 12.2-17 is displayed and [ESC] is pressed the Prime Vendor Orders and Inquiry Report PCN AJK-AL1 is printed. See Appendix C for an example of this report. This report contains the same information that would have been displayed to the screen. A series of messages appear and then the Inquire Again Ring Menu is displayed at the top of the screen.

12.2.6.2 Limited Inquiry.

The Limited Inquiry works the same as the Unlimited Inquiry except that the search criteria is limited by entries in the optional data fields on the Orders/Receipts Inquiry Screen AJK-905 (fig. 12.2-15). Limited inquiries can be constrained by entering a customer ID, document number, TIIN, or customer ID and TIIN. The required data, inquiry type, and required delivery date range must be completed for the limited inquiry before the optional data fields can be accessed. The printed output as well as the screen output are the same as for the unlimited inquiry.

12.2.7 Send PV Data to STARFIARS/SPVI.

This process is used to put the financial, order and receipt information on a flat file for use by the SPVI and STARFIARS. Highlight Option G from the AFMIS Command Menu (TISA/Prime Vendor) (fig. 12.2-1) and press [ENTER]. A message will appear at the bottom of the AFMIS Command Menu (TISA/Prime Vendor) (fig. 12.2-20) screen while the process is running, then

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the cursor moves to the top of the screen when the processing is completed. Once this process is completed the designated person should transfer the data to the SPVI or STARFIARS. More details on processing and outputs are provided below.

```
PRIME VENDOR:  A B C D E F G H I J R X
Press A to create vendor orders.

DATE: 10 Jan 1998          AFMIS COMMAND MENU (TISA/PRIME VENDOR)          AJK-921

OPTION          DESCRIPTION          OPTION          DESCRIPTION
CODE           CODE           CODE           CODE

  A - CREATE VENDOR ORDER          G - SEND PV DATA TO STARFIARS/SPVI
  B - ADJUST VENDOR ORDER          H - LOAD/COMPARE SPVI CATALOG
  C - CONFIRM VENDOR ORDER          I - PRINT WAREHOUSE INVENTORY
                                       STATUS REPORT
  D - PROCESS CUSTOMER RECEIPT      J - MAINTAIN PRIME VENDOR FILES
  E - REVERSE CUSTOMER RECEIPT      R - RETURN
  F - PERFORM INQUIRY              X - EXIT

      ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:  G

Processing.  Please wait.
```

Figure 12.2-20. Screen AJK-921 with Send PV Data To STARFIARS/SPVI Message.

NOTE: The Send PV Data to STARFIARS/SPVI process must be run prior to AFMIS End of Day every day on which any PV orders or receipts have been processed. **It cannot be run after the AFMIS End-of-Day process has been executed.** No users can access AFMIS Prime Vendor or TISA Issue or Receipts processes while Send PV Data to STARFIARS/SPVI is being run.

12.2.7.1 Order processing.

All STORES NT released orders are merged into an order file. The order file contains a series of MILSTRIP A0A transactions. Each A0A identifies the customer in the supplementary address field. The TISA warehouses are identified by the TISA DODAAC except that the first character is replaced by an S for the semiperishable warehouse, and a P for the perishable warehouse.

Each line on each order has a unique document number. Matching A0As are also written to the STARFIARS interface file. The PVO table is updated with the MIF price for all orders with an RDD within 6 days of the system date. See note at paragraph 12.1.2.4 reference price hold days. The Prime Vendor Order Report (PCN AJK-AG1) summarizes all items ordered since the last time the Send PV Data To STARFIARS/SPVI was run. See Appendix C for examples of this report.

NOTE: Most PV reports (except the catalog reports - PCNs AH1, AH2, and AH3) are saved and may be reprinted through the TISA Reports and

Inquiries/Reprint Reports process. As with other types of reports, prime vendor **reports more than seven days old are deleted** when the end-of-day program is run.

12.2.7.2 Receipt Processing-orders placed through the SPVI.

A receipt file is created that includes all STORES NT receipts entered since the last time the Send PV Data To STARFIARS/SPVI process was run. The receipt file includes a D6U to match every A0_ receipted for a quantity greater than zero. If items were added to a STORES NT receipt see 12.2.7.3. The D6Us are also written to the STARFIARS interface file. A5As are processed to STARFIARS from AFMIS, the same as for normal issues from the warehouse. If the RDD is within 6 days of the order date, the item is receipted at the order price. See note at paragraph 12.1.2.4 reference price hold days. The Prime Vendor Receipt Report (PCN AJK-AG2) summarizes the receipts processed since the last time the Send PV Data To STARFIARS/SPVI was run. See Appendix C for example of this report.

NOTE: The exception to the above is VRGC posting. The current MIF price is always posted to the VRGC. If the MIF price is different than order price either a ZMS or ZMT is processed to the SIF for the difference.

12.2.7.3 Receipt Processing-orders not placed through the SPVI.

Processing of receipts not due in is the same as in paragraph 12.2.7.2 except A0_ are also produced and order date processing is not available since the orders for these items were not processed through the SPVI. Receipts not due in are included on the same report produced in paragraph 12.2.7.2.

12.2.7.4 Receipt Reversal Processing.

When receipt reversals are processed all AFMIS files are updated. The price on the PVO table is used for all processing except postings to the VRGC. The MIF price is posted to the VRGC and if the MIF price is different than order price either a ZMS or ZMT is processed to the SIF for the difference. A D6U type transaction is created to be used by the SPVI, however the DIC for this transaction is REV. The Prime Vendor Reversal/Adjustment Report, PCN: AJK-AG3 is produced when receipt reversals are processed in Send PV Data To STARFIARS/SPVI. See Appendix C for a sample of this report.

12.2.8 Load/Compare SPVI Catalog.

Use the Reload New SPVI Catalog process to load the new SPVI catalog. Use the On MIF not on SPVI and On SPVI not on MIF processes to produce listings which provide information on differences between the SPVI catalog and the AFMIS MIF. Use the MIF SPVI Matches process to produce a listing of the matches between the MIF and SPVI catalog. These processes should be run when the SPVI catalog is updated, or as necessary. Use the AFMIS/SPVI Order Check process to list customer requirements which will not be provided by the STORES NT vendors. Such requirements must be issued from the TISA warehouse or a suitable substitute ordered from

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a vendor. This process can be run prior to running the Send Data to STARFIARS/SPVI. All SPVI catalog problems must be reported to the DSCP Account Manager for your contract. Select Option H from the AFMIS Command Menu (TISA Prime Vendor) and the AFMIS-SPVI Catalog Compare Command Menu, Screen AJK-907 (fig 12.2-21) is displayed.

```
AFMIS-SPVI CATALOG COMPARE:  A B C D E R X
Reload new SPVI catalog
[
DATE: [11 Jan 98 ]  AFMIS-SPVI CATALOG COMPARE COMMAND MENU           AJK-907 ]

      A - RELOAD NEW SPVI CATALOG
      B - ON MIF NOT ON SPVI
      C - ON SPVI NOT ON MIF
      D - MIF SPVI MATCHES
      E - AFMIS/SPVI ORDER CHECK
      R - RETURN TO PV/TISA MENU

      X - EXIT FROM PV/TISA SUBSYSTEM

ENTER THE DESIRED OPTION THRU RING MENU SELECTION. OPTION CODE: [ ]
```

Figure 12.2-21. AFMIS-SPVI Catalog Compare Command Menu Screen (AJK-907).

12.2.8.1 Reload New SPVI Catalog.

Option A on the AFMIS-SPVI Catalog Compare Command Menu must be run to update AFMIS each time the SA loads an updated STORES NT catalog to the AFMIS /tmp/catalog.txt file. If Option A is not run, Options B - E will continue to be run against the old STORES NT Catalog. When Option A is selected, one of the following will happen:

- a. If the /tmp/catalog.txt file is empty, a message “You must run the Catalog upload on the STORES NT LAP computer” will appear at the bottom of the screen. The SA must run the STORES NT process that uploads the STORES NT catalog to the AFMIS Server.
- b. If the /tmp/catalog.txt file has been updated, a series of messages will appear at the bottom of the screen; when [ENTER] is pressed, the cursor will return to the menu.

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12.2.8.2 On MIF not on SPVI.

Select Option B from the AFMIS-SPVI Catalog Compare Command Menu to print the On MIF not on SPVI report, PCN AJK-AH1. See Appendix C for an example of this report. This process compares the SPVI Catalog to the MIF and lists the MIF stock number, unit of issue and nomenclature of all items that are on the MIF but not on the SPVI Catalog. **These items can not be ordered from the prime vendor.** This process should be run each time the STORES NT catalog is updated. The On MIF not on SPVI report should be reviewed as soon as possible to identify items that may have been inadvertently omitted on the last SPVI catalog update. It can also be used to identify items that need to be added to the SPVI catalog. The DATE OF LAST SPVI UPDATE: under the DATE: in the upper left corner of the report should be checked to verify the latest catalog update has been used for the report. When Option B is selected one of the following will happen:

- a. If the STORES NT Catalog is missing, the message “SPVI CATALOG MUST BE LOADED PRIOR TO PROCESSING.” will appear.
- b. If the STORES NT Catalog is present the prompt “PRINTING REPORT DATA” will appear at the bottom of screen AJK-907, then the message “Process completed... Check Printer... Press [ENTER] to continue” will appear. When [ENTER] is pressed, the cursor will move back to Option B on the AFMIS-SPVI Catalog Compare Command Menu.

12.2.8.3 On SPVI not on MIF.

Select Option C from the AFMIS-SPVI Catalog Compare Command Menu to print the On SPVI not on MIF report, PCN AJK-AH2. See Appendix C for an example of this report. This process compares the SPVI Catalog to the MIF and lists the SPVI stock number, unit of issue and nomenclature of all items that are on the SPVI Catalog but not on the MIF. **These items can not be ordered from the prime vendor.** This process should be run each time the SPVI catalog is updated. The On SPVI not on MIF report should be reviewed as soon as possible to identify items added to the SPVI catalog that should be added to the MIF so STORES NT customers can order the items. The DATE OF LAST SPVI UPDATE: under the DATE: in the upper left corner of the report should be checked to verify the latest catalog update has been used for the report. When Option C is selected one of the following will happen:

- a. If the SPVI Catalog is missing, the message “SPVI CATALOG MUST BE LOADED PRIOR TO PROCESSING.” will appear.

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b. If the SPVI Catalog is present the prompt “PRINTING REPORT DATA” will appear at the bottom of screen AJK-907, then the message “Process completed... Check Printer... Press [ENTER] to continue” will appear. When [ENTER] is pressed, the cursor will move back to Option C on the AFMIS-SPVI Catalog Compare Command Menu.

12.2.8.4 MIF SPVI Matches.

Select Option D from the AFMIS-SPVI Catalog Compare Command Menu to print the On MIF/SPVI Matches report, PCN AJK-AH3. See Appendix C for an example of this report. This process compares the SPVI Catalog to the MIF and lists the stock number, MIF item name, MIF unit of issue, SPVI Description, SPVI unit of issue, and MIF source code of all items that are on the MIF and the SPVI Catalog. **These items can be ordered from the prime vendor.** This process should be run each time the SPVI catalog is updated. The MIF/ SPVI Matches report should be reviewed as soon as possible to identify items that do not appear to be valid matches, e.g., 8915-00-149-1571 Cherries canned #10 matched with Prunes whole unpitted. The listing can also be used to update the MIF with more descriptive item names based on the SPVI description to assist PV customers when creating their shopping lists/orders. The DATE OF LAST SPVI UPDATE: under the DATE: in the upper left corner of the report should be checked to verify the latest catalog update has been used for the report. When Option D is selected one of the following will happen:

a. If the SPVI Catalog is missing, the message “SPVI CATALOG MUST BE LOADED PRIOR TO PROCESSING.” will appear.

b. If the SPVI Catalog is present the prompt “PRINTING REPORT DATA” will appear at the bottom of screen AJK-907, then the message “Process completed... Check Printer... Press [ENTER] to continue” will appear. When [ENTER] is pressed, the cursor will move back to Option D on the AFMIS-SPVI Catalog Compare Command Menu.

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12.2.8.5 AFMIS/SPVI Order Check.

Select Option E from the AFMIS-SPVI Catalog Compare Command Menu to print the AFMIS/SPVI Pre Order Check report, PCN AJK-AH4. The DATE OF LAST SPVI UPDATE: under the DATE: in the upper left corner of the report should be checked to verify the latest catalog update has been used for the report. See Appendix C for an example of this report. This process compares the shopping lists to the SPVI Catalog and lists by Activity Code the stock number, MIF item name, delivery date, warehouse code and source code of items of source code D, E, F, X, and Y, on shopping lists, that are not on the SPVI Catalog. **These items must be procured locally and issued from the warehouse if the STORES NT vendors do not carry a suitable substitute.** This process can be run prior to running Create Vendor Order to determine which customer requirements need to be modified or deleted.

12.2.9 Warehouse Inventory Status Report.

Use this process to print the Warehouse Inventory Status Report, PCN AJK-A11. It lists the National Stock Number (NSN), item name, BOH, Due-in, Due Out, and Adjusted Balance on Hand (BOH) in NSN sequence for the projection date requested. See Appendix C for an example of this report. It is recommended that this report be printed to guide the drawdown of warehouse stocks.

a. Select option I, Print Warehouse Inventory Status Report from the AFMIS Command Menu (TISA/Prime Vendor) and the Warehouse Inventory Status Report, Screen AJK-909 (fig 12.2-22) is displayed.

```
[
DATE: [11 Jan 98]           WAREHOUSE INVENTORY STATUS REPORT           ]
                                                                    AJK-909

The warehouse inventory levels will be estimated based receipts and issues
that have been entered and should be processed on or before [ ] [ ] [ ].

Press <Esc> when finished entering data. [ ]

Enter the date for which projection calculations should be made.
```

Figure 12.2-22. Warehouse Inventory Status Report Screen (AJK-909).

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b. The cursor is positioned in the date field. Enter the date for the projected calculation and press [ENTER]. The cursor will move to the “Press [ESC] when finished entering data.” field. The date entered should be the issue date on the customer orders for which you will be using the report. The date entered cannot be less than the system date in the upper left of the screen.

c. Press [ESC] to print the report. A message will appear “Accessing database. Please wait.” Then one of the following will happen:

(1) If there are no items on the MIF with a BOH, the following message will be displayed: “The Warehouse Currently Has No Items On Hand.”, and then the AFMIS Command Menu (TISA/Prime Vendor) Screen AJK-921 is displayed.

(2) If there are items on the MIF with a BOH the message “Processing data. Please wait.” is displayed, the report is printed, and the AFMIS Command Menu (TISA/Prime Vendor) Screen AJK-921 is displayed.

12.2.10 Maintain Prime Vendor Files.

Use this process to set parameters for the prime vendor subsystem. You can select source codes, establish the delivery schedule for each vendor, and enter the values used on orders. The values are established at implementation and can be changed as the need arises. Select Option J from the AFMIS Command Menu (TISA Prime Vendor) and the Prime Vendor File Maintenance Menu, Screen AJK-937 (fig 12.2-23) is displayed.

```
FILE MAINTENANCE:  A B C R X
Press A to update source codes to be ordered through Prime Vendor

DATE:  10 Jan 1998          PRIME VENDOR FILE MAINTENANCE          AJK-937

      OPTION          DESCRIPTION
      A              SOURCE CODE
      B              DELIVERY SCHEDULE
      C              ORDER DATA
      R              RETURN TO PRIME VENDOR COMMAND MENU
      X              EXIT

ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:
```

Figure 12.2-23. Prime Vendor File Maintenance Menu Screen (AJK-937).

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12.2.10.1 Source Code.

Select Option A from the Prime Vendor File Maintenance Menu and the Prime Vendor Source Code Selection Screen AJK-936 (fig 12.2-24) is displayed. Use this screen to establish within the system the source codes provided by STORES NT Vendors. Select the appropriate source codes by placing an X next to each source code being supplied by a STORES NT Vendor.

[PRIME VENDOR]
DATE: [10 Jan 98]				SOURCE CODE SELECTION		AJK-936
	D	PRIME VENDOR		[X]		
	F	DSO		[]		
	A	DAIRY		[]		
	B	BEVERAGE		[]		
	C	BAKERY		[]		
MARK SOURCE CODES ORDERED FROM PRIME VENDOR WITH AN "X". PRESS <ESC> WHEN DATA ENTRY COMPLETED						

Figure 12.2-24. Prime Vendor Source Code Selection Screen (AJK-936).

12.2.10.2 Delivery Schedule.

Select Option B from the Prime Vendor File Maintenance Menu and the Prime Vendor Delivery Schedule Maintenance Menu Screen AJK-938 (fig 12.2-25) is displayed. Use this process to add new vendors and their delivery schedules or to change the delivery schedules and lead time days of existing vendors. This process is dependent on the Reload SPVI Catalog Process that provides the vendor names for new vendors. The Add Delivery Schedule process can not be accessed unless the catalog load added a new vendor. The Modify Delivery Schedule Process can be accessed for any vendor assigned a Vendor ID in the ADD Delivery Schedule process.

NOTE: A new vendor will not be displayed in this process unless at least one item from the new vendor's catalog is on the MIF. To ensure the vendor shows up in this process, before loading the catalog add one of the new vendor's items to the MIF.

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```
DELIVERY SCHEDULE:  A B R X
Press A to enter data for new Prime Vendor contract

DATE:  10 Jan 98                PRIME VENDOR                AJK-938
                                DELIVERY SCHEDULE MAINTENANCE

                                OPTION          DESCRIPTION
                                A              ADD DELIVERY SCHEDULE
                                B              MODIFY DELIVERY SCHEDULE
                                R              RETURN TO FILE MAINTENANCE COMMAND MENU
                                X              EXIT

                                ENTER THE DESIRED OPTION CODE THRU RING MENU SELECTION. OPTION CODE:
```

Figure 12.2-25. Prime Vendor Delivery Schedule Maintenance Menu Screen (AJK-938).

12.2.10.2.1 Add Delivery Schedule.

Select Option A from the Delivery Schedule Maintenance Menu and the Prime Vendor Add Delivery Schedule Screen AJK-939 (fig 12.2-26) is displayed if a new vendor with one item on the MIF is on the PV catalog. The vendor name and lead time are displayed for each vendor added by the catalog load process. The cursor is positioned in the Vendor ID field. Enter a 6 position unique vendor ID and press [ENTER]. Next place an X under each day of the week the vendor will deliver. When the data has been entered for all the new vendors press [ESC]. Be sure to record the vendor IDs as they are assigned. You will need to know the vendor's ID to modify the delivery schedule or lead time for the vendor.

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DATE: 10 Jan 98	PRIME VENDOR	AJK-939
ADD DELIVERY SCHEDULE		
VENDOR NAME	VENDOR ID	SUN MON TUE WED THU FRI SAT LEAD TIME
JOSEPH WEBB	█	2
CONFIRM INDICATOR: PRESS <ESCAPE> WHEN DATA ENTRY COMPLETED Enter 6 position vendor ID and depress <[ENTER]>		

Figure 12.2-26. Prime Vendor Add Delivery Schedule Screen (AJK-939).

12.2.10.2.2 Modify Delivery Schedule.

Select Option B from the Delivery Schedule Maintenance Menu and the Prime Vendor Modify Delivery Schedule Screen AJK-925 (fig 12.2-27) is displayed. The cursor is positioned in the Vendor ID field. Enter the 6 position unique vendor ID for the vendor you wish to modify and press [ESC]. The vendor name, delivery and lead time information is displayed. The cursor moves to the Sunday position. Place an X under each day of the week the vendor will deliver. If an X is displayed under a non-delivery day press the space bar with the cursor on the X that is to be deleted. The Lead Time can also be changed by typing over the existing entry. When all data is correct press [ESC]. Enter Y to confirm and press [ESC]. The message "UPDATING FILES - ---- PLEASE WAIT" will appear; then the Delivery Schedule Maintenance Menu will be displayed. You can not change vendor IDs or names in this process.

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```
DATE: 10 Jan 98                                PRIME VENDOR                                AJK-925
                                                MODIFY DELIVERY SCHEDULE

VENDOR ID                                     SUN MON TUE WED THU FRI SAT LEAD TIME
█

CONFIRM INDICATOR:
PRESS <ESCAPE> WHEN DATA ENTRY COMPLETED

Enter 6 position vendor ID and depress <Escape>
```

Figure 12.2-27. Prime Vendor Modify Delivery Schedule Screen (AJK-925).

12.2.10.3 Order Data.

Select Option C from the Prime Vendor File Maintenance Menu and the Prime Vendor Modify Order Data Screen AJK-924 (fig 12.2-28) is displayed. Use this process to view or modify the data elements on Screen AJK-924. When [ESC] is pressed the message "THIS RECORD HAS BEEN UPDATED. PRESS [ENTER] TO CONTINUE." is displayed. The data on this screen is used on the prime vendor orders.

```
DATE: 10 Jan 1998                                PRIME VENDOR                                AJK-924
                                                MODIFY ORDER DATA

FUND CODE:                                     NH
SIGNAL CODE:                                  J
PROJECT CODE:
DISTRIBUTION CODE:
PRICE HOLD DAYS:                               6

PRESS <ESCAPE> WHEN DATA ENTRY COMPLETED

PRESS <DELETE> TO EXIT SCREEN.

Entry must be alphanumeric.
```

Figure 12.2-28. Prime Vendor Modify Order Data Screen (AJK-924).

12.3 STORES NT Price Changes.

STORES NT price changes, and SPVI catalog updates, are sent from DSCP to the SPVI weekly and should be available Monday morning. To update the AFMIS prices to match those in the SPVI, the SA must extract SPVI Catalog data and place it in the tmp catalog.txt, then the Reload SPVI Catalog process has to be run. The AFMIS prices will be updated immediately. The operator should look for the following message “Shifting prices...Please wait!!” then the IAMA report, PCN-4P1 should print. The SA should be notified if this does not happen. See paragraph 12.2.8.1 for details on the Reload SPVI Catalog process.

NOTE: The Reload SPVI Catalog process should be run at the beginning of the day, before any TISA work is done. TISA should make every effort to execute receipt/issue documents as soon as possible.

12.4 Issues.

Any item received in the warehouse must be issued to the customer through the AFMIS Issue Document Execute process. Financial and inventory postings for issued items are handled the same as they were under AFMIS prior to STORES NT. The main differences in issue processing are marking items for warehouse issue in the Adjust Customer Order process and rolling up Non STORES NT customer orders. AFMIS converts all pending (STORES NT customer) issues for STORES NT items into STORES NT orders, unless the items are marked for issue from the warehouse.

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12.5 File Retention.

AR 25-400-2 lists the file numbers and retention periods for Food Service Program Files. Neither AFMIS nor AFMIS Prime Vendor reports are included in the current listings. Use the information in this manual for the AFMIS reports. Use the following information to file your AFMIS Prime Vendor reports.

a. AJK-AG1, Prime Vendor Order Report; AJK-AJ1, Prime Vendor Order Report (Adjustment); and AJK-AR1, Prime Vendor Order Report.

(1) File No. 30-18h, Orders (1-year file).

(2) Cut off this file at the end of the fiscal year, retain for 1 year, then destroy. For example:

COFF: 30 Sep 01

DEST: Oct 02

b. AJK-AF1, Prime Vendor Receipt Report; AJK-AG2 Prime Vendor Receipt Report; AJK-AG3, Prime Vendor Reversal/Adjustment Report; and AJK-AY1, Prime Vendor Receipt Reversal Issues Adjustment Report.

(1) File No. 30-18b, Receipts (2-year file).

(2) Cut off this file at the end of the fiscal year, retain for 2 years, then destroy. For example:

COFF: 30 Sep 01

DEST: Oct 03